

## Expiration

Ester Andersson - 2024-07-11 - Functions

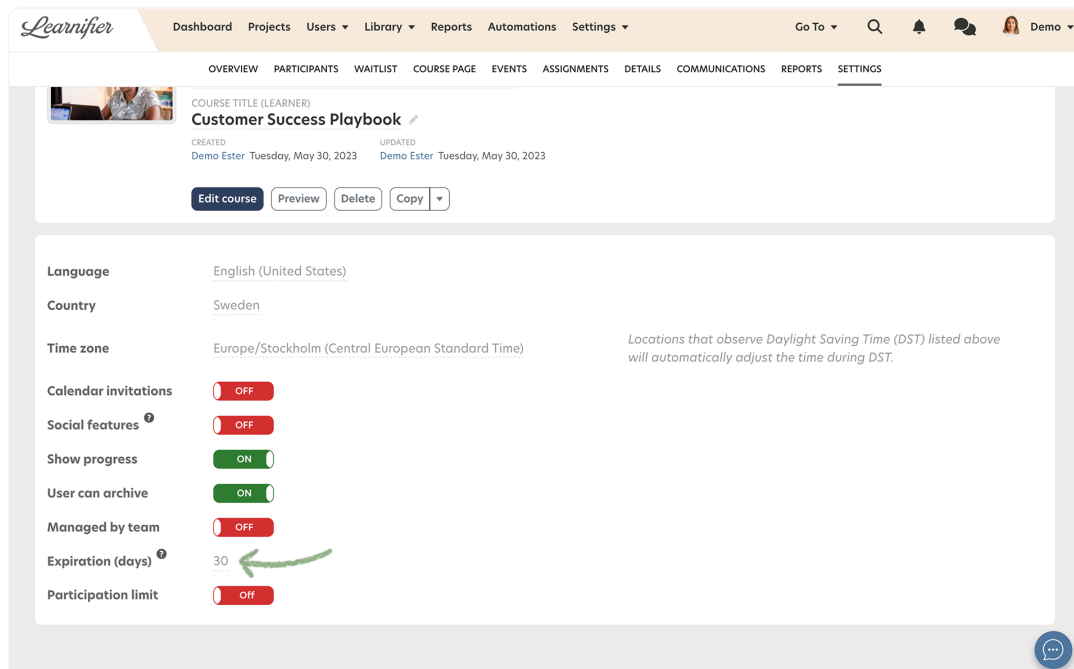
Expiration refers to how long (number of days or a set date) participants have access to a course. As long as a participant has access to a course, they count as an active user. Therefore, you might want to look into this function in order to not override your maximum number of active users. In this article, you'll learn two different ways to set/change/delete expiration.

### Note


- [In the project settings tab](#)
- [In the project participant tab](#)

### In the project settings tab

This is where you set a default value (number of days) for participants that are invited to a course. If you choose for example "30", participants who are invited after this setting is made will have access to the course for 30 days.



The screenshot shows the 'Settings' tab for a course titled 'Customer Success Playbook'. The course was created and updated by 'Demo Ester' on Tuesday, May 30, 2023. Below the course information, there are buttons for 'Edit course', 'Preview', 'Delete', and 'Copy'. The settings are organized into a list of options with toggle switches or input fields:

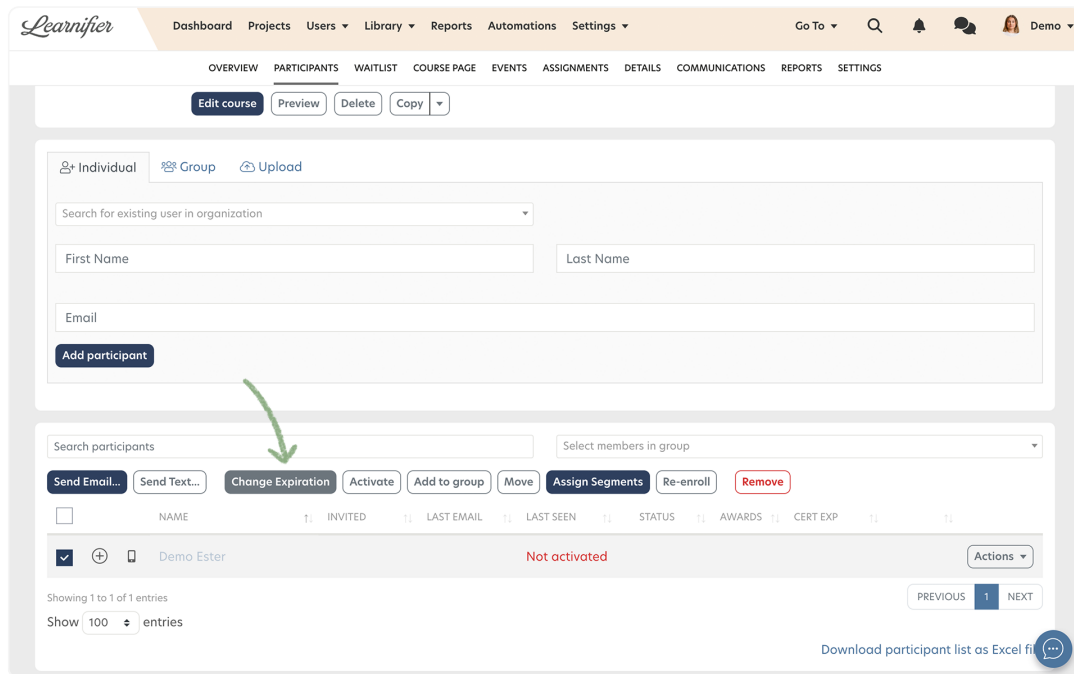
|                                |                                                                                                                                                                                   |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Language                       | English (United States)                                                                                                                                                           |
| Country                        | Sweden                                                                                                                                                                            |
| Time zone                      | Europe/Stockholm (Central European Standard Time)<br><small>Locations that observe Daylight Saving Time (DST) listed above will automatically adjust the time during DST.</small> |
| Calendar invitations           | <input type="checkbox"/> OFF                                                                                                                                                      |
| Social features <sup>?</sup>   | <input type="checkbox"/> OFF                                                                                                                                                      |
| Show progress                  | <input checked="" type="checkbox"/> ON                                                                                                                                            |
| User can archive               | <input checked="" type="checkbox"/> ON                                                                                                                                            |
| Managed by team                | <input type="checkbox"/> OFF                                                                                                                                                      |
| Expiration (days) <sup>?</sup> | 30                                                                                             |
| Participation limit            | <input type="checkbox"/> OFF                                                                                                                                                      |

### In the project participant tab

This is where you either set, adjust, or clear the expiration for a specific participant. Choose the participants you want to set, adjust, or clear the expiration for by checking the box to

the left of their name in the participant list. Thereafter, click on "Change expiration" and choose either "Set expiration", "Adjust expiration", or "Clear expiration". When you've entered the information, click "Change" to save your setting.

*Tip: if you wish to immediately remove the participant's access, choose "Set expiration" and yesterday's date.*



The screenshot displays the Learnifier interface. At the top, there is a navigation bar with the Learnifier logo and various menu items: Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below this is a secondary navigation bar with tabs for OVERVIEW, PARTICIPANTS (selected), WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, and SETTINGS. The main content area is divided into two sections. The upper section is a form for adding a participant, with tabs for Individual, Group, and Upload. It includes a search field for existing users, input fields for First Name, Last Name, and Email, and an 'Add participant' button. The lower section is a participant list. It features a search bar for participants and a dropdown to select members in a group. Below these are several action buttons: Send Email..., Send Text..., Change Expiration (highlighted with a green arrow), Activate, Add to group, Move, Assign Segments, Re-enroll, and Remove. The list itself has columns for NAME, INVITED, LAST EMAIL, LAST SEEN, STATUS, AWARDS, and CERT EXP. A single entry is visible: Demo Ester, with a status of 'Not activated'. At the bottom, there are pagination controls (PREVIOUS, 1, NEXT) and a 'Download participant list as Excel file' button.

## Related Content

- [What is an active user?](#)